

31 May 1985

MEMORANDUM FOR THE RECORD:

Subject: Office of Logistic's FY1985 Second Quarterly Review

25X1 1. The Office of Logistics (OL) held its FY1985 Second Quarterly Review on 20 May 1985 at 0930 hours, [] Mr. Henry P. Mahoney (D/OL) began by presenting a very brief summary of the morning agenda and indicated that the presentations would focus on specific OL activities and projects that were active during the last quarter.

25X1 2. A summary of OL accomplishments during the reporting period was presented by [] He stated that the printing workload in the Printing and Photography Division (P&PD) increased 11% and the photography section showed a 12 1/2% increase in volume over 2nd quarter FY1984 totals. Additionally, the Procurement Division had a 17% increase in total workload over the same period last year. Both OL Divisions are involved in many activities, proposals, and projects and have experienced a "booming business" since the start of the fiscal year. Mr. Mahoney further emphasized the increased workload throughout OL by mentioning that a total of 12 new OL slots have been established in the DS&T to assist in providing increased logistical support to that Directorate. [] also mentioned that all professional positions in the centralized procurement staff (not including procurement teams) are currently encumbered, a "first" in a number of years. Other major accomplishments took place in the following areas:

- a. Data Administration - (Increased Wang installations)
- b. Material Acquisition and Movement - (Increased Tonnage)
- c. Supply Operations - (Facilities upgrades and support)
- d. Real Estate and Construction - (Contracts and renovations)
- e. New Building Activities - (Construction and design)
- f. Operations, Maintenance and Engineering (Cafeteria, Auditorium, Parking lots plus improvements in worldwide service for vehicle armoring)
- g. Personnel (Recruitment and Training)

S E C R E T

25X1 In closing, [] said that of 24 reportable objectives for the second quarter, six were completed, one was canceled, seven are on their original schedule, and ten are on or operating against a revised schedule.

25X1 3. Next, [] briefed on OL support of Domestic
25X1 WANG/CRAFT installations. [] explained OL's role in
25X1 providing construction management and engineering for site renovations

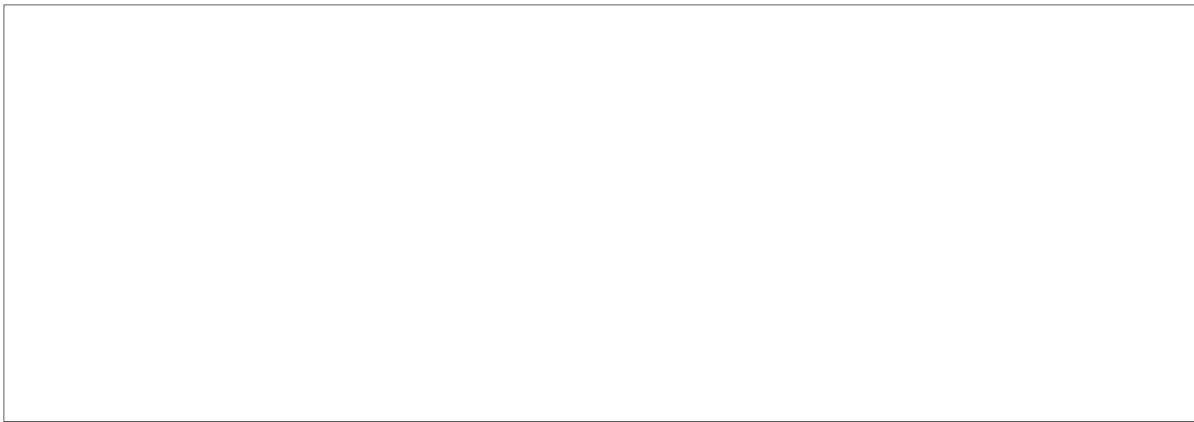
25X1 []
25X1 requirements on an ad hoc basis. He indicated that electrical data transmissions are up 50% at the facilities employing WANG/CRAFT equipment resulting in more secure and timely analysis and distribution of intelligence reports. Office efficiency has shown a similar dramatic increase; []

25X1 4. [] briefed on P&PD's recent Television
25X1 Production Activities survey. He stated that current television activities within the DA are free-wheeling projects with many DA Offices responding separately to their own legitimate requirements. [] said that the Agency is, at best, five to ten years behind industry with regard to TV production and utilization. Additionally, the Agency has a tendency to emphasize the post-production aspects of TV, while industry has proven that program quality comes predominately from pre-production efforts. He suggested and elaborated on the following items that warrant close consideration:

- a. Define each components charter
- b. Establish the "authority" of a television producer
- c. Establish a uniform occupational series
- d. Consolidate budget management
- e. Create DA television engineering and maintenance capabilities
- f. Standardize equipment and systems

25X1 [] suggested the future consolidation of television management of all DA components and facilities, possibly at the Directorate level, and the creation of a monitoring and full-function program manager to oversee these activities. He summarized by stating that DA TV production is in need of further improvement and analysis to determine whether or not full centralization of television activities by the DDA will benefit CIA. (The DA currently handles 70% of the Agency's television production.) In closing, [] said that copies of the complete 1985 DA Television Production Activities Survey would be available for Mr. Fitzwater and his staff at the completion of the review session.

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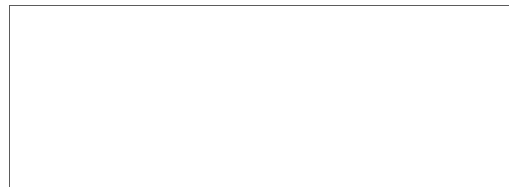
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6. The final speaker of the morning was [redacted] who addressed the changes in procurement practices resulting from the "Competition in Contracting Act" of 1984. The act calls for full and open competition relative to awarding contracts and has provisions which allows a contractor to challenge the awarding of a contract (which can result in halting a project pending review or litigation). This could have a significant impact on the Agency's ability to conduct its business as usual. [redacted] said that OL will be closely observing protest legislation, as private industry and Government openly test the statute and provisions of the Competition in Contracting Act.

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7. Mr. Mahoney then summarized the presentations, solicited questions, and stated that a briefing on the LIMS project would be given in the near future. He asked Mr. Fitzwater if there were any special topics he wished to be kept informed on. Mr. Fitzwater replied by mentioning a number of key logistical projects impacting on the Agency, i.e., warehousing for PTPE, a decision on a new computer site, possible expanding of the P&PD building, and the LIMS project. After a short discussion on the status of personnel, duties, and clearances relative to Allied Maintenance employees, Mr. Mahoney adjourned the session at 1035 hours.

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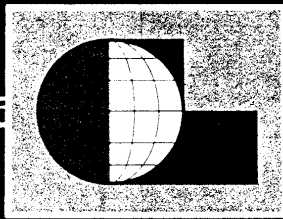
DDA/MS [redacted] 31May85

Orig - File

1 - D/OL

1 - DDA Chrono

1 - DDA/MS Chrono



FY 85 SECOND QUARTERLY PLANNING CONFERENCE

**Summary of OL Activities/
Accomplishments for Second Quarter**

C/IMSS/OL

**Support of WANG/CRAFT
Installations throughout the U.S.**

OL/RECD

T.V. Survey in the DA by P&PD

OL/P&PD

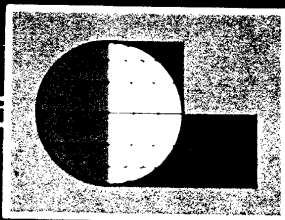
Overseas Construction Support

OL/RECD

**Changes in Procurement Practices:
Competition in Contracting Act**

OL/PD

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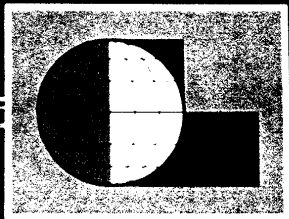


Printing and Photographic Activities

- **COMPLETED CONGRESSIONAL BUDGET JUSTIFICATION BOOKS (CJB) ON SCHEDULE**
- **COMPLETED YEAR-LONG PROCESS OF UPGRADING HIGH VOLUME COPIER EQUIPMENT IN GJ56 WITH PURCHASE OF XEROX 9900**
- **PERFORMED SPECIAL PROCESSING [REDACTED] WITH ONE DAY TURN-AROUND**
 - **USED CONVENTIONAL PROCESSOR FOR PUSH-PROCESSING**
 - **SALVAGED EXPOSED IMAGES**
 - **PRODUCED 42 8X10 PRINTS AND 2 DUPLICATE ROLLS OF COLOR FILM**
 - **PRODUCED 108 8X10 PRINTS OF BLACK AND WHITE FILM**
- **ACTIVITIES HAVE INCREASED IN MICROGRAPHICS AREA:**
 - **SOURCE DOCUMENT MICROFILM**
 - **COMPUTER OUTPUT MICROFILM (COM): AVERAGE THREE NEW APPLICATIONS A MONTH**
- **IMMEDIATE RESPONSE TO DDI REQUESTS**
 - **OFFICE OF GLOBAL ISSUES ON 9 MARCH: XEROXING OF 9K PAGES FROM ROME STATION THROUGH DOS**
 - **NATIONAL INTELLIGENCE ESTIMATE DRAFTS ON 30 MARCH: 130 COPIES WITH 175 PAGES AND 178 COPIES WITH 238 PAGES**

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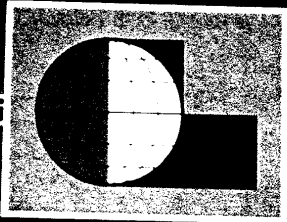


Procurement Activities

- **ALL PROFESSIONAL PROCUREMENT POSITIONS WERE ENCUMBERED, A "FIRST" IN A NUMBER OF YEARS**

GENERAL PROVISIONS USED IN AGENCY CONTRACTS WERE CONVERTED TO FARS AND 21 PERSONNEL WERE TRAINED TO USE WANG TO INCORPORATE THE NEW PROVISIONS

CONDUCTED BROWN BAG PROCUREMENT SEMINARS, ACQUISITION COURSE FOR TECHNICAL MANAGERS AND MET WITH D/OTE ON CONSOLIDATING PROCUREMENT TRAINING



Data Administration

WANG UTILIZATION:

**INSTALLED NEW WANG MASTER UNIT AND RELATED EQUIPMENT
FOR PAGE USERS**

INSTALLED TWO WANG ALLIANCE SYSTEMS IN HOME

INSTALLED A SECOND WANG ALLIANCE SYSTEM

**ESTABLISHED DATA LINK FOR WANG COMMUNICATIONS
BETWEEN HEADQUARTERS BUILDING AND BUILDING**

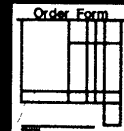
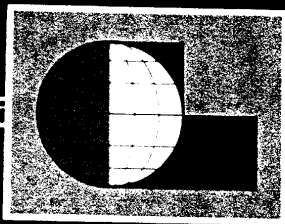
HELD SIX SEMINARS FOR OL WANG USERS

- **PERSONAL COMPUTERS: INSTALLED A LIMITED CAPABILITY
PC IN THE TEST SITE**

ADP EQUIPMENT: CONDUCTED SURVEY OF ADP EQUIPMENT IN OL

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Supply Operations

PROVIDED 40 MANWEEKS OF SUPPORT [REDACTED]

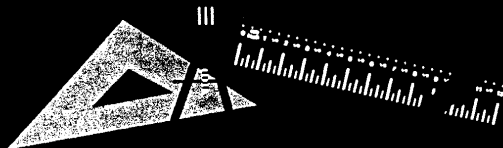
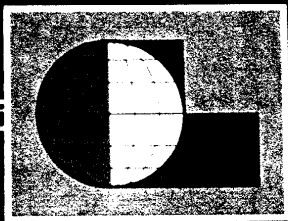
COMPLETED A&E FOR ALL FY85 UPGRADE PROJECTS [REDACTED]

● CONTRACTED FOR INSTALLATION OF ADP SYSTEM [REDACTED]

REORGANIZED [REDACTED]

FACILITIES UPGRADE [REDACTED]

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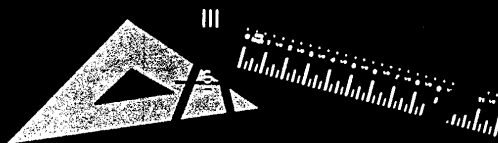
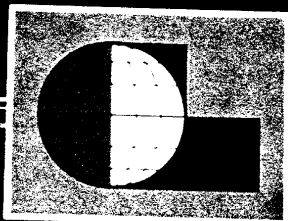
Real Estate and Construction Activities

- AWARDED A CONTRACT IN JANUARY FOR A NEW RECEIVER BUILDING [REDACTED]
- COMPLETED FIRST PHASE OF [REDACTED] RENOVATION
- NCPC APPROVED PLANS FOR A NEW [REDACTED] WAREHOUSE ON 7 MARCH
- COMPLETED A 2400 SQUARE FOOT ADDITION [REDACTED]
- COMPLETED A NEW 50-TON CHILLED WATER DISTRIBUTION SYSTEM IN AMES BLDG.
- CONTINUED WORK ON [REDACTED] REGIONAL SUPPORT ACTIVITY BUILDING
- COMPLETED SECURE CONDUIT GRID IN THE 2430 E STREET COMPOUND
- REPLACED SIDING ON FIVE BUILDINGS [REDACTED]
- COMPLETED WANG RENOVATION WORK [REDACTED]

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Real Estate and Construction Activities

ESTABLISHED A WORK ORDER SYSTEM UTILIZING THE WANG TO TRACK ALL WORK REQUESTS RECEIVED BY EXTERNAL BUILDING OPERATIONS BRANCH (EBOB)

INSTITUTED A SYSTEM FOR CUSTOMER FEEDBACK ON WORK REQUESTS WITH A FOLLOW UP MECHANISM

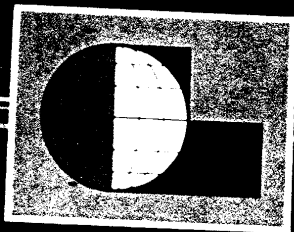
RECEIVED AUTHORITY FROM GSA TO DIRECTLY CONTRACT FOR ALTERATIONS AND CONSTRUCTION UP TO \$25,000 IN THE AMES, KEY, C OF C AND BROYHILL BUILDINGS

BEGAN A SERIES OF VISITS TO AREA LOGISTICS AND SUPPORT OFFICERS FOR ORIENTATION TO EBOB AND ITS SERVICES

ISSUED A PUBLICATION WHICH OUTLINES THE MISSIONS AND FUNCTIONS OF EBOB

MAN-DAYS OF TDY SUPPORT - CONUS AND OVERSEAS 160

REAL ESTATE LETTER ORDERS ISSUED/AMOUNT 70/\$2.5M



New Building Activities

CIA TRAFFIC ADVISORY COMMITTEE MEETING HELD 22 MARCH AT VDH&T OFFICES

CONTRACT AWARDED TO CENTEX CONSTRUCTION COMPANY 21 FEBRUARY
TO CONSTRUCT NEW BUILDING

DETERMINED SMALL BUSINESS SET-ASIDE OF NEW BUILDING PROJECT

CONSTRUCTION OF TWO VISITOR/SECURITY CHECKPOINTS

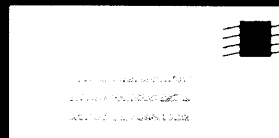
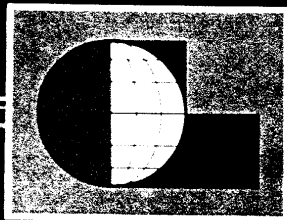
PARKING LOT PAVING

INSTALLATION OF 650,000 SQ FT OF CARPET

DESIGN COMPLETED FOR CONSTRUCTION OF 1,000 FOOT LONG
ACCELERATION LANE AT GW PARKWAY

COMPLETED NEW BUILDING FIT-UP FOR OTS, OS, OL, OF, OIS

FURNITURE COMMITTEE ESTABLISHED A QPL OF THREE VENDORS AND
FURNISHED A SHOWROOM IN 1J-45 FOR PROSPECTIVE FURNITURE PURCHASERS



Operation, Maintenance and Engineering Activities

THE MANAGER OF THE EDR HAS BEEN INTERVIEWING PROSPECTIVE CANDIDATES FOR THE POSITION OF CHEF AND STUDENTS FOR CO-OPERATIVE TRAINING

RECEIVED OFFICIAL PORTRAIT OF DCI CASEY PAINTED BY EVERETT RAYMOND KINSTLER

COMMISSIONED, COORDINATED, AND RECEIVED A GENERAL EVALUATION OF THE USE OF COLOR, PLUS A PRELIMINARY PROPOSAL FOR FUTURE COLOR USE THROUGHOUT HEADQUARTERS BUILDING

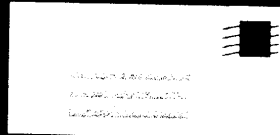
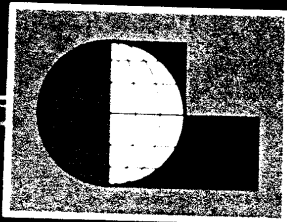
COMPLETED INSTALLATION OF VERTICAL BLINDS IN CAFETERIA CORRIDORS AT HEADQUARTERS BUILDING

THE AUDITORIUM CEILING DISKS WERE SEALED AND PAINTED

ACCESS TO BPR PARKING LOT HAS BEEN PROVIDED IF ADDITIONAL PARKING SPACES ARE NEEDED

- A NEW GRAVELED PARKING LOT WAS OPENED BEHIND THE MOTOR POOL WITH APPROXIMATELY 130 NEW SPACES

APPROXIMATELY 600 WORKSTATIONS WERE RELOCATED FOR VARIOUS OFFICES



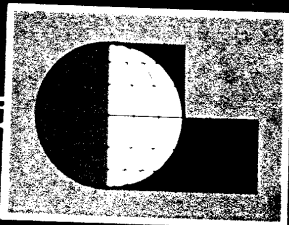
Operation, Maintenance and Engineering Activities

BAR-CODE READER FOR MAIL AND COURIER SECTION WAS INSTALLED

A DESIGN/CONSTRUCTION CONTRACT IS BEING DEVELOPED FOR A MORE MODERN AND EFFICIENT DISPOSAL SYSTEM

DURING THIS REPORTING PERIOD, 234 TRUCKLOADS OF CLASSIFIED TRASH WERE DISPOSED; THIS IS A 33% INCREASE FROM THE SECOND QUARTER, FY 1984

A SIGNIFICANT AMOUNT OF EFFORT HAS BEEN EXPENDED IN CLEANING OUT THE RESIDUE OF TRASH AND FURNITURE LEFT BEHIND AT



Personnel and Training Activities

RECRUITMENT

- ADDED TWO OL CAREERISTS TO ACT AS FOCAL POINTS
- DEVELOPED AN AUTOMATED APPLICANT DATA BASE
- BEGAN SYSTEMATIC FOLLOW UP OF APPLICANTS
- STATISTICAL PICTURE OF RECRUITMENT ACTIVITIES:

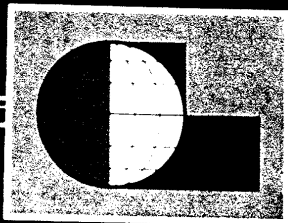


TRAINING ACTIVITY

- COLLECTED DATA ON OL COURSES FOR IG STUDY OF OTE
- ASSISTED IN THE NOMINATION OF FOUR PRIMARY AND TWO ALTERNATE CANDIDATES FOR THE DDA CT PROGRAM
- PARTICIPATED IN EIGHT MEETINGS FOR THE DESIGN OF THE OL PORTION OF THE DA/CT COURSE
- PARTICIPATED IN PLANNING AND IMPLEMENTATION OF THE OL FOREIGN LANGUAGE AND INCENTIVE PROGRAM
- HELD THE THIRD ANNUAL SECRETARIAL CONFERENCE

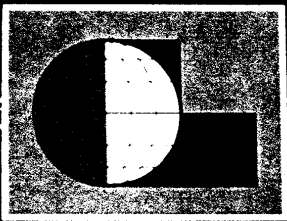


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SUMMARY Directorate Level Objectives

TOTAL REPORTABLE OBJECTIVES	24
COMPLETED	6
CANCELLED	1
ON ORIGINAL SCHEDULE	7
ON OR OPERATING AGAINST REVISED SCHEDULE	10



Domestic WANG Installation: Throughout United States

OBJECTIVE:

- **SUPPORT THE AGENCY PROGRAM OF OFFICE AUTOMATION AND TELECOMMUNICATIONS UPGRADE IN DOMESTIC LOCATIONS.**

PLAN:

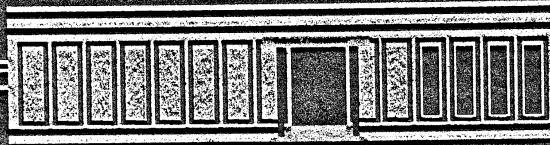
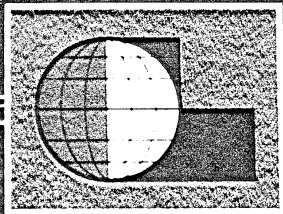
- **PROVIDE FACILITIES ENGINEERING AND CONSTRUCTION MANAGEMENT FOR DIRECT AGENCY CONTRACTS FOR SITE RENOVATIONS AND NEW CONSTRUCTION FOR:**



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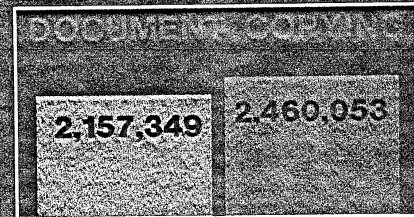
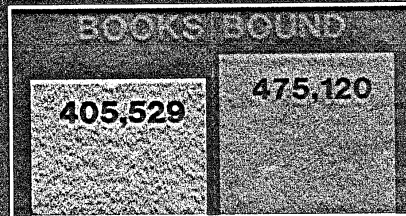
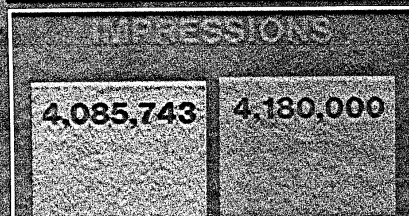
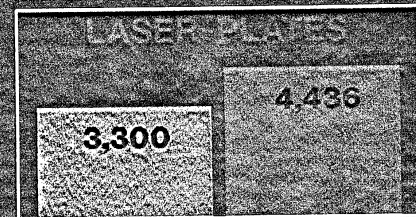
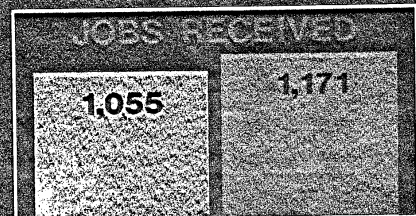
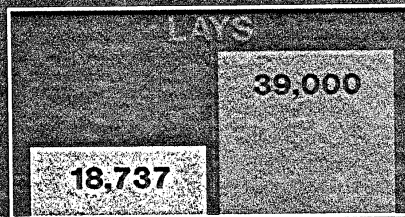
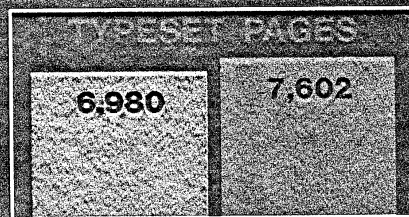
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PRINTING

FY84
FY85 (Monthly Average for 2nd Quarter)



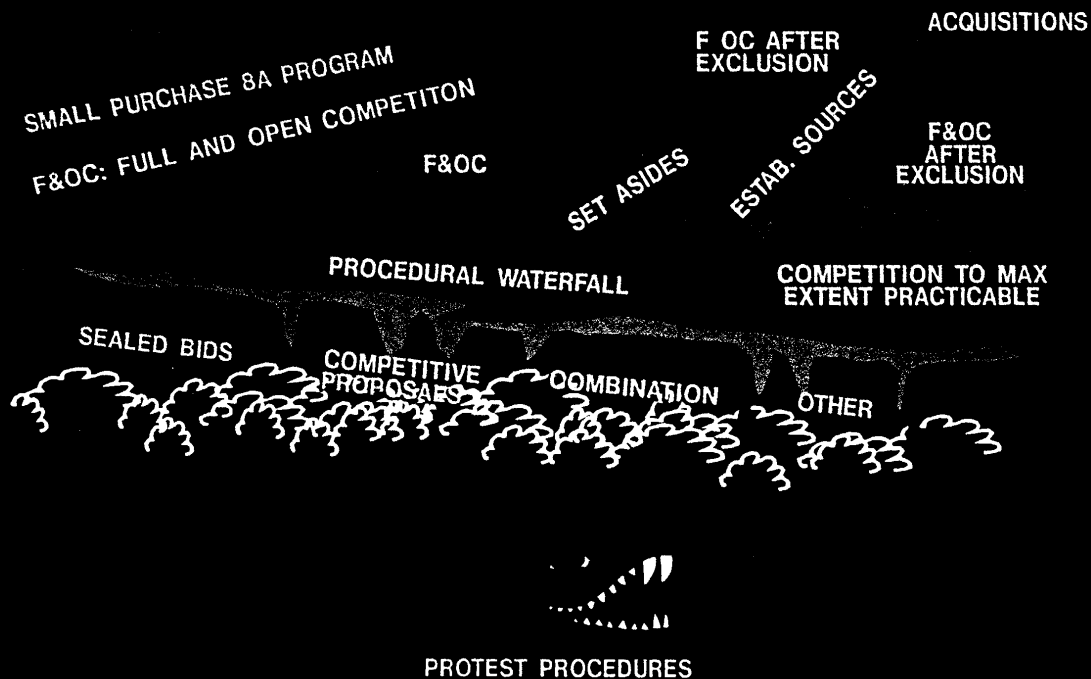
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Competition In Contracting Act (Contracting Channels)



EXCEPTIONS FOR OTHER THAN F&OC

- **PROPERTY AND SERVICES ARE AVAILABLE FROM ONLY ONE SOURCE.**
- **THE AGENCY'S NEED IS OF SUCH UNUSUAL AND COMPELLING URGENCY THAT THE U.S. WOULD BE SERIOUSLY INJURED, UNLESS THE AGENCY IS PERMITTED TO LIMIT THE NUMBER OF SOURCES;**
- **DISCLOSURE OF THE AGENCIES NEEDS WOULD COMPROMISE NATIONAL SECURITY UNLESS THE NUMBER OF SOURCES IS LIMITED.**
- **THE HEAD OF THE AGENCY DETERMINES THAT IT IS NOT IN THE PUBLIC INTEREST TO USE COMPETITIVE PROCEDURES IN A PARTICULAR ACTION.**
- **STATUTES EXPRESSLY AUTHORIZE OR REQUIRE PROCUREMENT THROUGH ANOTHER AGENCY OR SPECIFIED SOURCE;**
- **IT IS NECESSARY FOR THE AGENCY TO AWARD TO A PARTICULAR SOURCE/SOURCES IN ORDER TO MAINTAIN A FACILITY IN CASE OF A NATIONAL EMERGENCY OR ACHIEVE INDUSTRIAL MOBILIZATION OR TO ESTABLISH/MAINTAIN AN ESSENTIAL R&D CAPABILITY.**



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